



Spreadsheet Methods 5N1977

1. Investigate Common Uses for Spreadsheets

Contents

1. Investigate a range of common uses for spreadsheets?.....	1
2. Consider the Advantages of Spreadsheets.....	1
3. Investigate a Suitable Application for Creating a Spreadsheet.....	2
Task 1 Identify Software Uses	2
Task 2 Uses and Advantages	2



1. INVESTIGATE A RANGE OF COMMON USES FOR SPREADSHEETS?

The three most common general uses for spreadsheet software are to create budgets, produce graphs and charts, and for storing and sorting data. Within business spreadsheet software is used to forecast future performance, calculate tax, completing basic payroll, producing charts and calculating revenues.

The list of uses for spreadsheet software is endless. However here is a short list of uses:

- Modelling and Planning
- Household Finance Planning
- Business Accounts and Budgeting
- Invoices
- Wages
- Predictions / Simulations
- Calculations e.g. Adding, Subtracting, etc.
- Break even analysis
- Statistical analysis
- Creating Graphs e.g. bar chart, pie chart.
- Collect data from different sources e.g. phone number, prices.
- Explore and interpret data in order to draw conclusions for business

2. CONSIDER THE ADVANTAGES OF SPREADSHEETS

Spreadsheets are preferable to manual calculation and recording of data for a variety of reasons, one very obvious reason is the unlimited space allowed to the user by the 'spreadsheet', hence the name!

Other Advantages Include:

- ✓ Calculations are correct
- ✓ Calculations are completed automatically
- ✓ Information is organised and easy to access
- ✓ Information is easy to edit if a mistake has been made by retyping or using 'undo'
- ✓ Data can be easily sorted and filtered
- ✓ Data can be quickly analysed
- ✓ Reports can be made more visual by using charts and graphs

3. INVESTIGATE A SUITABLE APPLICATION FOR CREATING A SPREADSHEET

The following are all applications/programs which can be used to create spreadsheets:

- Microsoft - Excel
- Lotus 123
- Supercalc
- Quatro Pro

For this module we will be using Microsoft Excel spreadsheet software. **Excel** is a programme which allows the storage of financial information and lists, such as Household Finance Planning, Business Accounts and Budgeting, Invoices and Wages. This information is always calculated accurately and well organised.

TASK 1 Identify where you could use spreadsheet software in the following scenarios:

1. At home: _____
2. In the work place: _____
3. For a club or voluntary organisation: _____

TASK 2 Without looking at the previous page:

List five uses of Spreadsheets:

1. _____
2. _____
3. _____
4. _____
5. _____

List three advantages of Spreadsheets:

1. _____
2. _____
3. _____